

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Dept. of Transit Operations Office of the Asst. General Manager 401 W. Peachtree Street Atlanta, GA 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 14 1982 82-143 JUN 21 1982	
4. Person to Contact John Welsh		5. Working Title Project Mgr. - Const. Grants & Specs.	6. Telephone Number 586-5310
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office; if different) Operating Facilities and Equipment Grants File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of the Assistant General Manager for Transit Operations is responsible for the management of the bus and rail division of the Authority, for providing safe, clean, and dependable transportation to residents in the MARTA service area, including special services for the elderly and handicapped, charter and sightseeing, and tripper service (principally to schools) in the service area. The office ensures that the budget, staff, and types and levels of service provided are adequate and will, upon approval of the General Manager, institute such changes as may be required to fulfill the Authority's commitments to the public. The office is also responsible for construction of bus facilities, capital equipment requirements, and preparation and administration of federal grants for the Department of Transit Operations.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the preparation and administration of federal grants for the construction of bus facilities and capital equipment requirements. Included are: general correspondence, grant applications, grant amendments, and other grant-related documentation. File is arranged: by individual grant number, thereunder files are listed by the grant number on each label followed alphabetically with the title of the file folder content.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements The following requires the series to be kept:

a. State Law	<u>6</u> years. Ga. Code	d. Audit period	_____ years.
b. Statute of limitation	<u>6</u> years. 3-705	e. Administrative need	_____ years.
c. Federal law	<u>3 years</u> years.	f. Federal retention instructions	_____ years.

After Close of Grant

Attach copy or excerpt of laws or regulations. Explain administrative need.

UMTA 1000.2 Chg. 1, 2/21/73 IIID, Para. ID Records Retention (External Operating Manual)

16. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

[] Calendar Year; [] Fiscal Year; ☒ Other Close-Out of Each Grant then,

<input type="checkbox"/> Hold in the current files area _____ month(s) _____ year(s); then	destroy Only if there is no litigation underway and all audit questions have been answered
<input type="checkbox"/> Transfer to local holding area; hold _____ year(s); then	
<input checked="" type="checkbox"/> Transfer to <u>MARTA</u> Records Center; hold <u>6</u> year(s); then	
<input type="checkbox"/> Destroy.	
<input type="checkbox"/> Transfer to State Archives for permanent retention.	
<input type="checkbox"/> Other (Specify)	

The statute of limitations on contracts in writing is six years. During this period, the contractor could sue us. Therefore, the fact that no litigation is pending after three years does not preclude needing the records for a suit filed at a later date. I recommend six years after close-out as the retention requirement.

These instructions apply to all prior and future accumulations of the series

I agree with this comment Spauth 6/8

(Indicate briefly rationale for recommendations above or write additional remarks):

17. APPROVALS					
Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<u>Begonia H. Franklin</u>	<u>5/20/82</u>		<u>Brenda K. Tallard</u>	<u>6/7/82</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<u>[Signature]</u>	<u>5/28/82</u>		<u>[Signature]</u>	<u>6/8/82</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<u>[Signature]</u>	<u>5/28/82</u>		<u>Cannell Hart</u>	<u>6/21/82</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<u>Begonia H. Franklin</u>	<u>6/7/82</u>			